

6CHRIST THE KING ACADEMY
FAMILY HANDBOOK
KINDERGARTEN – GRADE 8
2023 - 2024



CHRIST
T H E K I N G

People Helping People Become All Christ Calls Them to Be

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INTRODUCTION

This handbook has been developed to assist families in understanding the policies and procedures of Christ the King Academy. ***This handbook is updated annually and is to be read by all school families.*** If there are questions concerning any of the school's policies or procedures, we ask that you bring them to the principal or the Education Committee.

CHRIST THE KING ACADEMY'S EDUCATION COMMITTEE

Ben Ziemer, Committee Chairman	b.ziemer@yahoo.com
Charles Barbel, Committee Member	
Kristin Dominguez, Committee Member	
Travis Luther, Committee Member	
Margaret Sullivan, Committee Member	
Pastor Dan Schroeder	dschroeder@ctkpalmcoast.com
Principal Eric Brown	ebrown@ctkpalmcoast.com
Assistant Principal Andrew Mantz	amantz@ctkpalmcoast.com
Wendy Wright, Early Childhood Director	wwright@ctkpalmcoast.com

ELASTIC CLAUSE

This Family Handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, in Christian love, the administration will make every effort to act fairly and quickly. The best interest of the student, family, Academy, and God's kingdom will be considered. Each situation is different and will be handled on an individual basis. The administration reserves the right to deviate from the policies and guidelines outlined below.

CHRIST THE KING ACADEMY POLICIES AND PROCEDURES

STATEMENT OF NONDISCRIMINATION

Christ the King Academy prohibits harassment and/or discrimination against a student based on gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

ADMISSIONS

GENERAL GUIDELINES

- Admission to Christ the King Academy is based on availability.
- Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date. (Kindergarten students must be 5 years old by September 1 of the current school year.)
- Christ the King Academy may administer diagnostic tests to place students at the appropriate academic level.
- Christ the King Academy practices a non-discriminatory enrollment policy.

ADMISSIONS PROCESS

Step 1: Family connects with Christ the King Academy via phone, email, or the website and is directed to either schedule a campus visit or complete the online *Admissions Application*.

Step 2: Campus visit schedule is finalized, the family visits, and is provided with additional information including calendar, tuition information, and handbook. (This visit is to include the prospective student.)

Step 3: Family completes the online application process and pays the \$75 non-refundable Application Fee and completes the *Transcript Request* form. (Students entering grades 3 – 8 may be asked to visit for part of a school day prior to Step 4.)

Step 4: Notification from the Academy office of acceptance for enrollment (either in the class or to the waitlist) will be made in a timely manner after completing Step 3 (**Acceptance is conditional until complete student records have been received.**)

Step 5: Family submits other required forms (i.e. health & immunization forms) through Christ the King Academy's online student information system and completes a tuition and fees payment agreement.

Please Note: Updates of immunizations will be required while students attend Christ the King Academy. Your child's immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) cannot be allowed to attend classes.* The immunization record will be returned to the family upon request when the child leaves the Academy

ADMISSIONS CRITERIA

- **Class Size Limits** With consideration of physical space and striving to provide an optimum learning environment, Christ the King Academy's Education Committee and Executive Council have established a classroom enrollment target of 22 students per class for kindergarten through grade 8.
- **Considerations** The following considerations are made by the Christ the King Academy Admin Team, Faculty, and the Education Committee regarding students being enrolled in the upcoming school year's elementary school classrooms. (in no particular order)
 - Social, emotional, and academic readiness
 - Active membership at Christ the King Lutheran Church

- Siblings currently enrolled in Christ the King Academy's program
- Child of Christ the King Academy personnel
- Longevity in Christ the King Academy's educational ministries
- Current Christ the King Academy student in good standing
- Child is from family without a church home
- Applications for enrollment received during the re-enrollment period. Students of current Christ the King Academy families will be given priority.

The Education Committee will adopt a list of students being enrolled for each grade and establish a waitlist for those grades in which there are more applicants than spots available at its March meeting.

ATTENDANCE

Regular attendance is the responsibility of the family and student. Christ the King Academy believes that consistent attendance is essential for academic success and that all absences affect learning. Therefore, Christ the King Academy's attendance policy has been developed to meet the following objectives:

- Raise student achievement and close gaps in student performance
- Identify attendance patterns to design attendance improvement efforts
- Know the whereabouts of every student every day
- Verify that individual students are complying with education laws related to compulsory attendance

State law allows the parent/guardian to write notes to document and excuse up to 10 days of student absence for illness or excusable reasons per year: 5 days in the first term (August-December) and 5 days in the second term (January-May). Beyond those 10 days, if a student has a serious reason to miss additional days, the school principal can review parent requests to excuse up to 5 more days per year, for a total of 15 days.

Beyond 15 days per year, only doctor/therapist or court notes can be accepted to excuse absences. It is very important to document all days of absence with a note which must be submitted even if the reason for absences does not allow the day to be excused.

REPORTING ABSENCES

A parent or guardian is expected to call the Academy office (**386-447-7979**) by 8:30 a.m. to report an absence (unless a notice of a planned absence has been submitted to the ~~principal~~ or classroom teacher). In the case of families who do not report an absence, the Academy will attempt to contact a parent/guardian to determine a student's whereabouts.

When a parent or guardian does not excuse a student's absence, the absence is considered *unexcused*. According to Florida law, students with 15 or more unexcused absences within a 90-day period are considered truant and will be reported as such. Repeated unexcused absences could result in the student being dismissed from Christ the King Academy.

PARTIAL DAY ATTENDANCE

- Students arriving after 8:45 a.m. or leaving before 3:00 p.m. will receive a half-day absence
- Students leaving before or arriving after 12:00pm will receive a full-day absence

When a child arrives late in the morning, families are asked to check the child in at the Academy office (Building A Main Entrance). Academy personnel will ensure the child gets to the classroom.

Students leaving early must check out through the Academy office. The office calls the student out of class when the parent arrives. Christ the King Academy requests that every effort be made to schedule appointments at the conclusion of the school day or on days when Christ the King Academy is not in session in order for students to be present the entire school day.

Students must be in attendance the entire day to participate in co-curricular activities. Exceptions are made for pre-approved absences involving scheduled appointments.

TYPES OF ABSENCES

- Personal illness
- Illness in the immediate family requiring the student to be at home
- Death in the family
- Scheduled medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the child's teacher.
- Quarantine
- Court appearance
- Observance of religious holiday
- Other individual student absences beyond the control of the family, as determined and approved by the principal or designee. Families must submit documentation related to the condition.
- Absences due to vacations, local non-school events, programs, or sporting activities.
- Absences due to older students providing day care services for siblings.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

TARDINESS

Students are expected to arrive on time and families are asked to make every effort to make this happen. Tardiness is defined as not being in the classroom by 8:30 a.m.

If a student is tardy more than five times in a quarter, the classroom teacher will contact the student's family with an encouragement to be on time for school each day. If a student is tardy more than 10 times during a quarter, the family will meet with the principal. Persistent tardiness could result in the student's dismissal from Christ the King Academy.

MAKE-UP WORK

Teachers will allow students to make up and receive a grade for tests and assignments missed during an absence. Students typically have one day to make up work for every day of an excused absence. Students are required to make-up work for all absences. In the event of a planned absence, families may request classwork for their child by contacting the classroom teacher. Please keep in mind that the teacher may not be able to provide classwork in advance.

Please also keep in mind that excused absences will count when calculating student attendance.

FINAL THOUGHTS ON ATTENDANCE

Attending classes regularly is critical for academic success. When a day of learning is missed, growth opportunities are missed as well, many of which cannot be replicated. Christ the King Academy teachers appreciate your efforts in getting your child to school every day on time. Christ the King Academy feels it is best

practice for students to be in attendance every day to make the most of their educational experience and in preparation for their future.

Scholarship students who do not attend at least 90% of the time may be in jeopardy of losing their taxpayer-funded scholarship from the State of Florida. If a student forfeits a scholarship because of attendance, the family will be charged full tuition for that student.

BULLYING

Definition: Bullying is...

- unfair and one-sided.
- someone purposely and habitually hurts, teases, frightens, threatens, or alienates someone else.
- using a power differential to one's own advantage.

Christ the King Academy is committed to making our campus a safe and caring place for all students. Everyone is to be treated with Christian love and respect. Bullying of any kind will not be tolerated. All concerns related to bullying should be reported to a teacher and/or the principal and will result in appropriate consequences according to the discipline policy.

BULLYING BEHAVIORS MAY INCLUDE THE FOLLOWING:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's belongings
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

STUDENTS AT CHRIST THE KING ACADEMY WILL BE ENCOURAGED TO DO THE FOLLOWING TO PREVENT BULLYING:

- Treat each other with unconditional Christian love and respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play
- Report bullying to an adult, whether the victim or a bystander

TEACHERS AND STAFF AT CHRIST THE KING ACADEMY LUTHERAN WILL DO THE FOLLOWING TO PREVENT BULLYING AND HELP CHILDREN FEEL SAFE AT SCHOOL:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the *Four-A Response* process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline policy
- Provide immediate consequences for those who retaliate against students who report bullying.

CAMPUS VISITORS

All campus visitors are required to sign in and out at the academy office. While on campus, visitors are expected to wear a Visitor's ID Badge. Parents of Christ the King students are always welcome to visit, but are to consult with the principal in advance. Unauthorized visitors may be asked to leave the building and campus to ensure the safety and security of our students and the campus.

CELL PHONES, ETC.

The main office is staffed for answering phone calls between 7:00 a.m. and 5:30 p.m. daily. If a parent/guardian needs to communicate with their child during the day, please contact the office at 386-447-7979.

If a parent/guardian feels their child absolutely needs a cell phone, the phone must be turned off and kept in the student's backpack/bookbag *or a place designated by the classroom teacher* before the start of school and remain off while on school property. Phones are also to be kept off and properly stowed during co-curricular activities, extended care, and while in the pick-up line. This includes cell phones used for music or as a calculator during the school day. Students may *not* use their phones for calling, texting, or emailing during the day. Any student caught using a cell phone will have the phone confiscated and a parent/guardian will retrieve the phone from the administration.

Smart watches and similar types of devices may be used in *watch-mode* only. If the device becomes a distraction, it may be confiscated by the classroom teacher and be held for pick-up by a parent or guardian.

Wireless ear buds are not allowed to be used at anytime while students are on campus for school, extended care, or co-curricular activities.

COMMUNICATION

Christ the King Academy desires to build a culture where families and teachers partner together in providing quality Christian education. To that end, Christ the King Academy personnel is truly committed to maintaining open channels of communication with the families of our students.

Below are some important avenues designed to promote efficient and effective communication:

INDIVIDUAL TEACHER/CLASSROOM/ACADEMY ORIENTATION DAYS

In the week prior to the start of classes, families will have an opportunity to meet with the teachers and principal during individual teacher/classroom/Academy orientation days to discuss the classroom learning environment and the Academy's philosophy, policies, and procedures. This event gives Christ the King Academy the opportunity to provide parents information about new policies, reinforce specific policies, and provide an opportunity to ask questions about Christ the King Academy. Accompanying this event is an opportunity for students and families to visit classrooms and meet the teaching staff. Families are provided information needed for a successful school year, students may be given some pre-assessments, and books and supplies may be brought into the classroom in advance of the first day of school.

ONLINE GRADES

Each family is provided access to Christ the King Academy's online student information system which provides the opportunity to track attendance and academic performance, ~~and behavioral~~ progress of their student(s). Each family will be given a login and password to access your account and monitor student progress.

Parents of students whose classrooms are using standards-based grading should keep in mind that progress is recorded at the end of a marking period. (See the *Christ the King Academy Curriculum Handbook* for additional information.)

PARENT-TEACHER CONFERENCES

Christ the King Academy holds formal parent-teacher conferences near the end of the first and third quarters of the school year. These conferences provide an opportunity for families to visit with teachers and discuss their child's spiritual, academic, emotional, physical, and social development.

TEACHER AVAILABILITY

If at any time during the academic year families have questions concerning their child's progress or behavior, they are encouraged to call or email the teacher and arrange a mutually convenient time to meet. The teacher will make every effort to return your call or respond to your email within 24-hours.

PICK-UP

When a student is ~~dropped off~~ or picked up from school, families will have an opportunity to briefly connect with the teacher. This is not the time to discuss concerns or sensitive issues, but it can be used to set up a future meeting. Thank you for your understanding.

VOLUNTEERING

Parents are welcome to volunteer at Christ the King Academy. Opportunities are plentiful. Whether it is one day a month or one day a year, please consider being a part of your child's classroom experience. Your presence enhances your life, your child's life, and our educational programs as well. If interested, please contact your child's teacher or the school principal. (Please note, a background check is required for all campus volunteers.)

WEEKLY UPDATE

Classroom teachers will typically send home a weekly email to inform families of classroom learning and events. Christ the King Academy will also send a weekly newsletter via email to keep families informed about school-wide news and events.

WHEN CONCERNS ARISE

We realize that at times problems or misunderstandings between home and the Academy may arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question or concern, please follow the Biblical process outlined below. It is the aim of this process to resolve any problems in a God-honoring manner.

When there is a complaint or concern about another member of the campus family seek to deal with the other individual in a private and respectful manner first. If that person is a parent/guardian, then speak with that individual. If that person is a teacher, then speak with that teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the school principal. If the issue still cannot be resolved, Christ the King Academy's Education Committee will take up the concern with the assistance of the Campus Pastor.

Please avoid talking to or involving other individuals in an issue that is none of their concern. This type of behavior only leads to gossip, misinformation, and hurt.

If your child comes home and shares with you something of concern, please reach out to your child's classroom teacher and ask the question beginning with three important words, "**Help me understand...**" A classroom teacher may not be aware of an issue your child shares. This question provides an opportunity for families and teachers to work together for the good of the entire campus community.

Under no circumstances should families express concerns or frustrations with Christ the King Academy, a teacher, or other students via social media. This type of behavior is harmful to campus culture and will not be tolerated. Inappropriate use of social media on the part of a Christ the King Academy family could result in a student's dismissal from the Academy.

CURRICULUM

The curriculum at Christ the King Academy seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. Christ the King Academy's curriculum is designed to meet the diverse needs of learners, gives encouragement to use one's gifts to God's glory, and is based on learning standards set forth by the Florida Department of Education.

The curriculum at Christ the King Academy ensures that students will be fully equipped to serve the LORD and their neighbor as they engage in the learn process in the following content areas:

RELIGION (Bible History, Hymn Study, Catechism, & Memory Treasures)

LANGUAGE ARTS (Reading, Writing, Speaking, & Listening)

MATHEMATICS (Computation, Problem Solving, Pre-algebra, Algebra, & Geometry)

SCIENCE (Earth, Life, Physical, & Health)

SOCIAL STUDIES (Geography, Civics, Economics, Florida, United States, & World History, & Current Events)

MUSIC (Theory, Appreciation, History, & Singing)

ART (Elements, Appreciation, History, & Production)

PHYSICAL EDUCATION (Organized Games & Fitness)

TECHNOLOGY (Introduction & Applications)

Please refer to the Curriculum and Instruction Handbook for more detailed information.

CO-CURRICULAR ACTIVITIES

At Christ the King Academy, we strive to offer various mission aligned, co-curricular activities to accommodate the interests and abilities of students. Through these activities we seek to accomplish the following goals:

- Co-curricular activities which align with Christ the King Academy's mission of being *People Helping People Become All Christ Calls Them to Be*.
- Co-curricular activities that are fun and enjoyable
- Co-curricular activities that are affordable and inclusive
- Co-curricular activities that are wide-ranging and wholesome
- Co-curricular activities that allow students to pursue interests in music, the arts, athletics, etc.

Based on student interest and the availability of staffing, co-curricular activities in the following areas may be offered. *Fine Arts, Athletics, & Recreational Activities*

Please refer to the Co-Curricular Activities Handbook for more detailed information.

CONDUCT AND DISCIPLINE

All students are expected to obey and show respect to those in authority. Hebrews 13:17 serves as a guide "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Students are also expected to be considerate, kind, and courteous toward each other. Matthew 22:39 states, "Love your neighbor as yourself."

Upon enrolling a child at Christ the King Academy, a family gives authority for the Academy to carry out discipline while the child is attending class or Academy functions. Families can expect that Christ the King Academy will correct their children properly in the spirit of Christian love and concern.

Discipline is a training process. Discipline at Christ the King Academy is based on the proper application of God's law and gospel. The law condemns and curbs a person's sinful nature as it shows the undeniable need for a Savior. The gospel (good news) of Christ changes the heart and motivates a person for true discipleship. Simply put, discipline at Christ the King Academy is reflected in these three objectives:

- To teach and model appropriate behavior
- To stop inappropriate behavior
- To promote personal responsibility and Christian love and respect

The goal at Christ the King Academy is to teach children how to be self-disciplined. Christ the King Academy has identified the following *Christian living* skills as guidelines for conduct.

- Personal responsibility
- Empathy
- Integrity
- Perseverance
- Christian love and respect

When teachers or an administrator disciplines a student, they are showing that they care too much for them to let them behave in a way that is not God-pleasing and want to take the time and effort to help children learn how to behave appropriately. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline. Teachers are encouraged to partner with families to address specific discipline issues within the classroom.

If a child is exhibiting an inappropriate behavior, the child will be told they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative. If the child is repeating inappropriate behavior, the parents will be consulted.

In all cases of discipline, Christ the King Academy personnel will act with utmost love for the children and with the child's best interest in mind. We exist to partner with parents in *helping their child become all Christ calls them to be*.

Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression would include discussions with the student, teacher, parents, principal, pastor, and Education Committee as appropriate.

In no instance will physical punishment be used (e.g. spanking), nor will discipline be related to withholding food or restroom usage. Christ the King Academy prefers to give encouragement for and praise of good behavior, while offering corrective guidance and redirection for improper behavior/attitudes. Christ the King Academy

attempts to anticipate problems and redirect a child's activities. Christ the King Academy may narrow choices if necessary, offer words of encouragement to promote positive behavior, and encourage children to use words to express themselves.

In general, discipline is part of classroom management and is handled by the teacher. The exceptions to this are ~~detention~~, probation, suspension, and expulsion, which involve the Admin Team and/or the Education Committee.

School disciplinary action may include:

- **Referral** - When a discipline issue is not resolved at the classroom level the student may be referred to an administrator. The student's family will be informed whenever a discipline referral is made.
- **Suspension** – The student is removed from the classroom for a specified period. Conditions of the suspension may vary.
- **Probation** – A period during which a student is expected to demonstrate specified behaviors.
- **Expulsion** – Permanent removal from school.

For school-wide discipline issues the following guidelines will be used:

- After two referrals, the student may receive a one-day suspension and be placed on probation.
- After two suspensions have been served; the student may be expelled from school.

To maintain a high-quality learning atmosphere and educational program, students who consistently break the rules set by Christ the King Academy will be disciplined appropriately. If corrective action is not taken on the part of the student, along with any necessary encouragement from his/her family, the student may be asked to leave the program.

Situations which are considered extreme or presenting an immediate danger are determined by the principal and Education Committee and are dealt with immediately.

Appeals Procedure

- A student who has been disciplined can appeal his/her case by asking to appear before the Admin Team and the Chairman of the Education Committee with his/her parents. The following procedure will be followed:
 - **Step 1:** After a ruling of suspension/expulsion has been made, the student's parents must submit a written appeal to the Administration Team within five days after the notification of said disciplinary action.
 - **Step 2:** Upon receipt of the written appeal, the Administration Team and Chairman of the Education Committee shall meet within three school days to make a ruling regarding the matter. If no resolution is reached from this interaction,
 - **Step 3:** Then a final appeal may be made to the Education Committee. Their decision is final.
- Discipline under appeal will be in effect until the appeal process has been completed.
- A quorum of the Education Committee must be present.

DAILY WORSHIP

Students at Christ the King Academy have multiple opportunities to worship our Lord throughout the week. Teachers conduct daily classroom devotionals and the student body meet for a weekly chapel service led by a Christ the King Academy's staff member.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY REGULATIONS

Christ the King Academy adheres to the regulations in the 1974 Family Educational Rights and Privacy Act (FERPA). All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the parent/guardian. Records will be held until all outstanding payments are completed.

FIELD TRIPS

Field trips are a part of your child's educational experience at Christ the King Academy. Field trips will be announced well in advance of the trip's date. Prior to a school or classroom field trip each family will receive a letter explaining the trip along with a permission form. Families are asked to return the form promptly to avoid a situation in which a child would not be able to accompany his/her class on a field trip.

On occasion, drivers and chaperones may be needed. Chaperones and drivers are required to undergo a background check at least one week prior to the trip. (Background checks are valid for five school years.) All field trip drivers must have a completed *Volunteer Driver Form* and supporting documentation on file in the school office.

GRADING

Assessing student progress is a critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily ongoing assessment of students' understanding and proficiency as the basis for choosing and moving from one instructional sequence to the next.

Student learning is reported using a standards-based reporting method or traditional grading methods. Please see the Curriculum and Instruction Handbook for more detailed information.

REPORT CARDS

Student progress is graded and officially recorded on the quarterly report card. Quarterly report cards are printed and sent home at the end of each grading period.

PROMOTION

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the family. Promotion is based on achievement standards the school has established and the God-given abilities of the student.

HONOR ROLL

As a way of recognizing academic effort, Christ the King Academy maintains an A and B honor roll for students in grades 3-8. Honor Roll is based on the grades obtained throughout each quarter in the *core academic subjects (religion, mathematics, language arts, science, and history)*. The following criteria are used for Honor Roll distinction:

- **A Honor Roll** 3.67 GPA or Higher
- **B Honor Roll** 3.00 – 3.66 GPA

Please note: Subjects with standards-based grading use a formula to convert standards to letter grades for honor roll purposes.

GRADUATION GUIDELINES

Only students who are currently enrolled and have passed/completed the pre-approved classes set by administration of Christ the King Academy, will be eligible for graduation from eighth grade. In addition, all tuition and fees must be paid in full to the school prior to the student participating in any graduation ceremonies and/or transferring records.

HEALTH AND SAFETY

IMMUNIZATIONS AND HEALTH FORMS

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Christ the King Academy without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor.

MEDICATIONS

If your child must have prescribed or non-prescribed oral or topical medication, during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage, and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to the office personnel. Refrigeration will be available for those medications requiring it. *If medication—including sunscreen or bug spray—is to be given during the day, a medical release and authorization form will need to be signed.*

ILLNESS

Parents are responsible to inform the school when a child is or will be absent for any reason. For more information, please reference the attendance policy. In the case of illness, the staff appreciates knowing the nature of the illness in the event it might be contagious. When advisable, a release form from the physician will be necessary for a child to return to school.

Parents will be advised of any communicable diseases to which the children may have been exposed.

A parent/guardian should excuse a sick child by calling the office: 386-447-7979.

If your child arrives at school with the following symptoms - nausea, runny nose, sore throat, flushed appearance, abnormal irritability - or develops these symptoms while at school, the parent/guardian will be notified and asked to take their student home as soon as possible. **The child may not come back to school until they are symptom free for 24 hours (this includes diarrhea, vomiting, or fevers of 100.3 degrees or higher).**

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (example - unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parent/guardian. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parent/guardian to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated, and the parents will be called.

Parents/guardians, please remember that the school must be able to reach you. If the parent/guardian cannot be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

If for any reason during an emergency, the student body cannot stay on school property, established crisis response protocols will be followed and parents/guardians will be notified as to where they can pick up their child via email, phone, and/or text.

MINOR ACCIDENTS

Minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded with accident reports. Parents/guardians will be informed of the specific event.

SERIOUS INJURIES

If your child suffers a serious injury, procedures as outlined in Christ the King Academy's Emergency Protocols will be initiated. The school will call 911 followed by the parent/guardian, provide first aid until help arrives, and determine who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. **All head injuries will be reported to parents.**

LICE

If lice and/or lice nits (eggs) are discovered on any student(s), a "no nit" policy will be followed. Christ the King Academy understands how difficult it is to rid the hair and scalp of all the eggs related to lice, but also recognizes how easily lice can be spread. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits for 24-hours. Students must receive clearance from a health care professional before returning to school *or* be checked/cleared by Christ the King Academy personnel.

SEVERE WEATHER

Whenever possible the principal will inform faculty and staff of area weather warnings issued by the National Weather Service and take any necessary precautions and actions advised by the National Weather Service.

EMERGENCY EVACUATION DRILLS

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

HOMEWORK/SCHOOL WORK

Homework/schoolwork is not a means to itself, but rather the unfinished portion of classroom work used to practice new skills, reinforce the lessons, or assess student learning. You can expect that your child will bring home some degree of work most school days. A rough guideline for the amount of homework is approximately 10 minutes for each grade level. (i.e. 1st grade = 10 minutes of homework; 5th grade = 50 minutes of work; etc.) Please communicate with your child's teacher if your child regularly spends an *extraordinary* amount of time on his/her homework.

All assigned schoolwork, whether it is done at school or home, is expected to be completed and handed in on time.

INSURANCE

Christ the King Academy is fully insured with property and liability insurance as required by the State of Florida and as deemed necessary and appropriate for our educational ministries.

INVITATIONS

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you do not care to invite the entire class, please send invitations in another way outside of school hours.

A class contact list will be made available near the start of the school year. Please note, neither the school office nor the classroom teacher will send emails to families on the class list on behalf of a student.

LUNCH/SNACKS/TREATS

Christ the King Academy does not offer a lunch program. Students will bring their own cold lunch and drink. Students may choose to bring a snack for the morning break/recess. If your child will be attending the extended care program following the school day, please also send an afternoon snack and drink.

Students in grades 3 - 8 will be eating under the shade outside or in their classrooms. Students in grades K – 2 will eat lunch in the common room of the early childhood center.

Candy is not allowed as a snack, and only by special exception as a part of the lunch. Parents are encouraged to make snacks and lunches as healthy and nutritious as possible. Please avoid bringing energy drinks & soda/pop to school.

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Microwaves are not available for student use. We recommend water bottles versus juice pouches so students can refill whenever needed.

Please encourage your children to eat a nutritious breakfast before coming to school. Children who do not eat breakfast may be sluggish and their attention span may be affected, preventing optimal learning during class time.

Children can bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the teacher. Please check with your child's teacher before a treat is brought to school about the timing of the treat and the contents of the treats (since some students have allergies). **Treats must be purchased, not homemade.**

MANDATORY REPORTING OF SUSPECTED ABUSE

All personnel of Christ the King Academy are required by law to report incidents of suspected sexual, emotional, physical, or other types of child abuse and neglect to the proper authorities. Under this law, the parent/guardian are not to be notified of the report.

PERSONAL PROPERTY & TOYS FROM HOME

Toys and other personal property, unless needed during the school day or for an after school activity, should remain at home. Toys and other unnecessary items could become damaged, lost, or be a distraction to learning.

PROPERTY DAMAGE

Damage done to any Academy property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the principal. Students will also be fined for textbooks that have been damaged by student misuse.

SCHOOL CLOSING

In the case of severe weather, we will follow the closing announcements of the Flagler County School District. Whatever action the Flagler County Schools are taking, Christ the King Academy will do the same and will be announced through local media outlets.

If for any other reason the school needs to be closed, you will be notified via Facebook, email, and family messaging services.

SCHOOL HOURS

Christ the King Academy School is open from 7:00 a.m. to 5:30 p.m. Extended care is available at an additional cost for students in kindergarten through grade 8 for students needing to arrive prior to 8:00 a.m. or stay beyond 3:30 p.m.

Before School Care	7:00 a.m. - 8:00 a.m.
Grades K-8:	8:30 a.m. - 3:15 p.m.
After School Care	3:30 p.m. – 5:30 p.m.

ARRIVAL/PICK-UP PROCEDURES

- Students arriving prior to 8:00 a.m. will check in with extended care personnel.
- Parents/guardians may park in the lot and bring their children to the playground gate or front door of the early childhood center or drop them off by using one of the two drop-off lanes.
- Students attending extended care need to be signed out by a parent or guardian prior to leaving campus.

If someone other than the designated person(s) will be picking up your child, please communicate this with the school office and your child’s teacher. Please inform this person they are required to allow us to copy their driver’s license and keep it on file. We will not release your child to anyone we cannot verify as an authorized person.

Late pick-ups will result in extended care fees.

SCHOOL PICTURES AND YEARBOOK

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire. A school yearbook will also be produced and made available at the beginning of the following school year.

SECURITY

Christ the King Academy strives to be a secure campus and is equipped with secure entry points. Signs notify visitors that they must report to the school office. Visitors are required to sign in, wear a visitor’s badge, and sign out. Classroom doors will be kept locked during the day. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform a staff member immediately.

STANDARDIZED ASSESSMENTS

Three times a year, students are assessed using NWEA assessment tools to measure academic progress in English language arts (grades K-8), mathematics (grades 1-8), and science (grades 3 – 8). These assessments are used to measure academic growth and development and assist in planning and addressing curricular needs for individual students and the school.

Assessment results are uploaded to Christ the King Academy's online student information system and a copy is placed in each student's cumulative file.

STUDENTS WITH SPECIAL NEEDS

Christ the King Academy is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve all families. If the staff cannot adequately meet the child's needs, we will suggest agencies through which parents/guardians can receive help. These actions are always carried out in the best interests, care, and education of the student.

TECHNOLOGY

Students at Christ the King Academy will have access to learning technology. Students are expected to use technology in a manner which gives glory and honor to God. Families and students will agree to abide by Christ the King Academy's Acceptable Use Policy when registering. Inappropriate or reckless use of technology may result in loss of privileges or other consequences and discipline as appropriate.

TUITION AND FEES

Tuition rates are based on the actual cost per student.

Prior to the beginning of the enrollment process, tuition rates and fees (application, registration, and extended care) will be available for families. (Please speak with the Principal or the Executive Assistant for more information about tuition and fees.)

Christ the King Academy recognizes that attendance at a Christian school is an investment in a child's future and requires a commitment of time and financial resources on the part of families. We are thankful for the willingness of families to make this commitment for the benefit of children. With that in mind, Christ the King Academy wants parents/guardians to be aware of various tuition assistance and scholarship programs.

SCHOLARSHIPS/TUITION ASSISTANCE

Taxpayers in the State of Florida and Christ the King Lutheran Church and Academy provide a variety of scholarship opportunities including:

- *Florida Tax Credit Scholarship*
- *Family Empowerment Scholarship*
- *Family Empowerment Scholarship - Unique Abilities*
- *HOPE Scholarship*
- *CHRIST THE KING ACADEMY Tuition Assistance*

Please see the academy website, www.school.ckpalmcoast.com, for detailed information.

Note: Each scholarship requires the family to apply and provide specific information. It is the responsibility of the families to complete all required forms on time to be considered eligible for any of these scholarships. Scholarship checks are sent directly to Christ the King Academy and are co-endorsed by the family and Christ the King Academy's business manager. If a student withdraws from Christ the King Academy prior to the end of the school year, any scholarship funds remaining on the student's account are returned to the scholarship granting organization. (For more information on scholarships and tuition assistance, please visit Christ the King Academy's website or contact the Executive Assistant.)

Tuition assistance awarded directly by Christ the King Academy Lutheran Church is provided to families who support and demonstrate a commitment to Christian education and Christ the King Academy's mission of *People Helping People Become All Christ Calls Them to Be*. Christ the King Academy Lutheran Church and Academy are blessed to partner with families in fulfilling this mission. Tuition assistance from Christ the King Academy Lutheran Church can be withheld from those who by their actions demonstrate a lack of support or commitment to Christ the King Academy Lutheran Church and Academy.

FINANCIAL POLICIES

Christ the King Academy maintains its ability to offer a high-quality Christian education with qualified teachers through the tuition and fees it collects. It is necessary that all balances be paid in full and on time. Your cooperation with the following is appreciated.

- Parents may opt for payment plans ranging from 1 - 10 months.
- Families may roll registration and extended care fees into their tuition payment plan. The first payment will be due on the date selected by the family prior to the start of the upcoming school year.
- Families may choose to have their payment due date on the **5th or the 20th** of each month.
- Payments are automatically withdrawn from your account by an outside tuition management agency.
- Automatic withdrawals are setup according to the agreement you established prior to the start of the school year.
- There will be **no proration or rebates of any prepaid fees for any student during any month**, including if your child is absent for vacations, sickness, etc.
- In the event of a payment being withdrawn from an account with insufficient funds, the family's account will incur a late charge and will be responsible for any related bank fees.
- Families with an outstanding balance more than 60-days past due (of any amount) may jeopardize continued enrollment at Christ the King Academy. In addition, in such cases, a bill collection service may be called and an additional fee of up to 40% may be added to the account.
- All balances from a previous school year must be paid in full for a child to return for the upcoming school year. (Special circumstances can be brought to the attention of Christ the King Academy's Finance Committee for consideration.)

If a student withdraws prior to the end of the school year, tuition and extended care fees can be refunded on a prorated basis.

What if a family is having trouble making their scheduled payments?

A family may meet with the principal to discuss an alternate payment plan. Please note, alternate payment plans must be approved by Christ the King Academy's Finance Committee.

Christ the King Academy seeks to work with all its families. If there is a concern about tuition payments, please contact the principal.

UNIFORMS

Christ the King Academy has developed standards of dress which are conducive to a positive learning environment and reflect pride in our school. Students are expected to wear the school uniform unless otherwise stated. Parents/guardians will be informed of uniform violations and students may be subject to disciplinary action for repeated uniform violations.

GIRLS' UNIFORMS

- Khaki or navy pants, shorts, capris, skirt, or jumper (a belt is required if the item of clothing has belt loops)
- Shorts, skirts, and jumpers must be of appropriate length. (A guideline for the appropriate length of skirts/shorts/skorts is as follows: *The bottom of the skirt/skorts/shorts should be no more than four inches from the center of the student's knee when standing.*)
- A purple, gold, or white polo with Christ the King Academy logo

BOYS' UNIFORMS

- Khaki or navy pants or shorts (a belt is required if the item of clothing has belt loops)
- A purple, gold, or white polo with Christ the King Academy logo

GENERAL GUIDELINES

- Tennis shoes/athletic shoes are encouraged to be worn (students have recess every day and need to be able to move comfortably and safely. Footwear needs to be closed-toed. Crocs are not allowed.
- Polo shirts are always to be worn tucked in.
- Solid white, navy, or black tights and leggings may be worn *under* shorts, skirts, etc. No designs or patterns are allowed.
- Students may wear a Christ the King Academy sweatshirt in the classroom or a solid purple, gray, or gold sweatshirt with no logos
- Clothes must be neat, clean, and in good repair.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small earrings may be worn.
- Hair is to be neatly brushed or combed.
- Dyed or treated hair will only be permitted if of natural color.
- Out of the ordinary hair styles should be avoided.

PHYSICAL EDUCATION & CO-CURRICULAR ATHLETIC ACTIVITIES (Grades K – 8)

- CTK physical education or co-curricular activity top is to be worn.
- CTK physical education shorts or solid gray, black, or navy shorts of appropriate length are to be worn.
- CTK physical education exercise pants or solid gray, black, or navy exercise pants may be worn on those cooler Florida days.
- Spandex pants and shorts are not allowed

FRIDAY DRESS CODE

- Jeans (shorts, pants, skirts, etc.) may only be worn on Fridays unless otherwise stated. Jeans are to be free of rips, holes, etc. and must be of appropriate length. (A guideline for the appropriate length of skirts/shorts/skorts is as follows: *The bottom of the skirt/skorts/shorts should be no more than four inches from the center of the student's knee when standing.*)
- Students may wear a Christ the King Academy t-shirt on Fridays in place of the purple, yellow, or white polo.

Thank you for your cooperation.

CLOSING THOUGHTS

Christ the King Academy is operated under the guidance and authority of Christ the King Academy Lutheran Church. Through the Academy, children are taught the precious truths of God's Word across the curriculum. The

school does not take the place of the family's role in educating children; rather the school exists to partner with parents in this important responsibility. It is the desire of Christ the King Academy to create a culture of cooperation, high expectations, and mutual respect as we work together to carry out the task our Lord has placed before us – helping children become all Christ calls them to be.

May God bless us in our endeavors!

CONTACT INFORMATION

Christ the King Academy
5625 N. US Hwy 1
Palm Coast, FL 32164
Office: 386-447-7979
Fax: 386-447-4121

Website: www.school.ctkpalmcoast.com

Please utilize the website for information to contact your child's teacher, the administrator, or the campus pastor, please use the information found on the Academy website or the information your child's teacher provided in the beginning of the school year. If you need additional assistance, please do not hesitate to call the school.

School EIN Number: 47-2162787